

Federal Workforce Transportation  
Aggregated Supplemental Information Report

The following list describes the data element requirements to complete the Aggregated Supplemental Information Reports and the Attachment Reports. All elements are derived from the Supplemental Information for New and Re-Applicants in Federal Employee Transit Program form.

The Policy office will need the following reports:

1. Aggregated Supplemental Information Report calculated for all responses.
  2. Aggregated Supplemental Information Report calculated for question two “New to program” responses only.
  3. Aggregated Supplemental Information Report calculated for question two “Increase to program” responses only.
  4. Report Attachment A-1 Respondent Duty Station Locations Inside Metropolitan Area’s (Alphabetical by State and County)
  5. Report Attachment A-2 Respondent Duty Station Locations Inside Metropolitan Area’s (Greatest to Least)
  6. Report Attachment B-1 Respondent Duty Station Locations Outside Metropolitan Area’s (Alphabetical by State and County)
  7. Report Attachment B-2 Respondent Duty Station Locations Outside Metropolitan Area’s (Greatest to Least)
  8. Reports C-1 to C-3 “Other” Response lists for questions 5, 6, and 7.
- For examples of all reports see pages three through 13 of this document.

Aggregated Supplemental Information Report data descriptions

The number for each data element corresponds to the appropriate line on the Aggregated Supplemental Information Report. This number also corresponds to the question numbers on the Supplemental Information for New and Re-Applicants in Federal Employee Transit Program form.

1. Enter the full name of the Agency. Do not include sub-agencies. Report data for one and only one agency for each submitted report.
- 1a. Enter the full tally of all Supplemental Information for New and Re-Applicants in Federal Employee Transit Program forms that are processed.
- 2a. Enter the total number of responses that have the “New” box checked.
- 2b. Enter the total number of responses that have the “Increased” box checked.

- 3a. Create a list of the total number of responses for each Metropolitan Area and those outside of Metropolitan Area's. Metropolitan Area as defined by OMB effective 06/30/99. The OMB Metropolitan Area list by County and State can be found at <http://www.census.gov/population/estimates/metro-city/a99mfips.txt>. See the reports at the end of this document for the format. The reports should be aggregated based on responses inside Metropolitan Area's and those outside of Metropolitan Area's. Sorting the results alphabetically by State and County as well as numerically by response is requested.
- 4a-l. Enter the total number of responses for each mileage interval, the sum of all miles per interval, and the average miles traveled per interval. Sum the total responses and the miles per interval on the totals row. Place the average for all responses in the average miles traveled/total cell. Note: The interval scale is to the nearest tenth. See the survey\_rpt document for the correct scale. The example report at the back of this document is grouping to the nearest tenth.
- 5a-j. Enter the total number days and the average number of days for each modal category for all responses. The sum of all categories must sum to 20 for each response. If a respondent failed to provide enough days to sum to 20, (1) Sum the days that the respondent did provide, (2) Subtract the sum from 20, (3) Enter this difference into the Non-Response Days category, (4) Sum this category as you would the other categories for all responses. Also provide a list of any "Other" description responses for each question as well. See the sample reports C-1 through C-3 at the end of this document for examples.
- 6a-j.
- 7a-g.
- 8a-m. Enter the total number of responses for each mileage interval, the sum of all miles per interval, and the average miles traveled per interval. Sum the total responses and the miles per interval on the totals row. Place the average for all responses in the average miles traveled/total cell. Note: The interval scale is to the nearest tenth. If the response to question 8 is a zero it should be counted as 8m (Did not go to a transit stop), rather than 8a (<1 mile).
- 9a. Enter the total number of responses that have the "Yes" box checked.
- 9b. Enter the total number of responses that have the "No" box checked.
- 10a-f. Enter the total number of responses, the total days per interval, and the average days per interval for each "day" category.

If using the Access2000 database for data collection all of the requested reports will be generated automatically. The following pages of this document are example reports generated from the Access application using test data. These reports represent the expected formats for the consolidated information except for the missing borders around the actual numbers. See the survey\_rpt file to see the borders. The borders did not convert with the report document when it was converted to MS Word format.

# **Federal Workforce Transportation Aggregated Supplemental Information Report**

## **Department of Transportation**

### **Agency/Bureau Primary Point of Contact**

Bryan, Kevin                      Policy Analyst  
400 Seventh St. S.W.  
Washington, DC 20590  
(202) 493-0182              [kevin.bryan@ost.dot.gov](mailto:kevin.bryan@ost.dot.gov)

Sample

**1 Name of submitting Agency/Bureau****Department of Transportation**

1a	Total Responses Received by Agency/Bureau	Agency/Bureau Supplied	50,037
		Records in Database	50,037

**2 Number of new participants and number of those receiving an increase in benefit**

2a	Total New to the Program	31,526
2b	Total With Increase	18,511
	Total	50,037

**3 Location of duty station**

3a\* See Report Attachment A and B

**4 Total roundtrip distance of daily commute**

4a-I Employees Traveling From:	Responses	Miles per Interval	Avg Miles Traveled
: 0 Miles	6	1.9	0.32
1: 5 Miles	18,755	50,063.5	2.67
6:10 Miles	12,002	114,366.1	9.53
11:15 Miles	13,000	148,200.0	11.40
16:20 Miles	6	111.9	18.65
21:25 Miles	6,250	137,500.0	22.00
26:30 Miles	1	27.0	27.00
31:35 Miles	9	297.0	33.00
36:40 Miles	2	73.8	36.90
41:45 Miles	1	43.0	43.00
46:50 Miles	3	138.7	46.23
51: Miles	2	102.9	51.45
Total	50,037	450,925.8	9.01

**5 Prior to participation, number of days per month the following modes of transportation were used for commuting to work**

	Days per Mode	Avg Days per Mode
5a drive alone (including motorcycle/moped)	473,740	9.5
5b rail (includes drive, walk, bike, bus, or shuttle to park and ride lot or station)	13,000	0.3
5c bus (commuter or transit and includes drive, walk, bike or shuttle to bus stop)	43,750	0.9
5d carpool (includes being dropped off)	75,500	1.5
5e bicycle (employee's ONLY mode from home to work)	74,750	1.5
5f walk (employee's ONLY mode from home to work)	29,500	0.6
5g vanpool (including drive, walk, bike or shuttle to vanpool staging area)	48,250	1.0
5h telecommute	100,250	2.0
5i*other	90,000	1.8
5j Non-Response (If individual responses do not sum to twenty, the difference is put here and then summed for all responses)	52,000	1.0
*See Report Attachment C for "Other" Response Descriptions		
Total	1,000,740	20.0

Department of Transportation**6 With enrollment, number of days per month the following modes of transportation will be used for commuting to work**

	Days per Mode	Avg Days per Mode
6a drive alone (including motorcycle/moped)	145,520	2.9
6b rail (includes drive, walk, bike, bus, or shuttle to park and ride lot or station)	147,094	2.9
6c bus (commuter or transit and includes drive, walk, bike or shuttle to bus stop)	309,750	6.2
6d carpool (includes being dropped off)	86,250	1.7
6e bicycle (employee's ONLY mode from home to work)	62,000	1.2
6f walk (employee's ONLY mode from home to work)	23,750	0.5
6g vanpool (including drive, walk, bike or shuttle to vanpool staging area)	18,000	0.4
6h telecommute	38,250	0.8
6i* other	124,626	2.5
6j Non-Response (If individual responses do not sum to twenty, the difference is put here and then summed for all responses)	45,500	0.9
*See Report Attachment C for "Other" Response Descriptions		
Total	1,000,740	20.0

**7 With enrollment, number of days per month the following modes will be used to get to a staging area or boarding point when commuting by bus, rail, or vanpool**

	Days per Mode	Avg Days per Mode
7a drive alone (including motorcycle/moped)	181,364	3.6
7b carpool (includes being dropped off)	201,000	4.0
7c bicycle (employee's ONLY mode from home to work)	114,755	2.3
7d walk (employee's ONLY mode from home to work)	129,495	2.6
7e Will not commute by bus, rail or vanpool	150,626	3.0
7f* other	5,750	0.1
7g Non-Response (If individual responses do not sum to twenty, the difference is put here and then summed for all responses)	217,750	4.4
*See Report Attachment C for "Other" Response Descriptions		
Total	1,000,740	20.0

**8 Estimated roundtrip distance to a public transit station, bus stop, park and ride lot, or vanpool staging area, if used**

8a-m Employees Traveling From:	Responses	Miles per Interval	Avg Miles Traveled
: 0 Miles	25,253	4,476.1	0.18
1: 5 Miles	12,757	33,934.6	2.66
6:10 Miles	6,250	46,250.0	7.40
11:15 Miles	8	86.2	10.77
16:20 Miles	9	171.7	19.08
21:25 Miles	2	42.0	21.00
26:30 Miles	2	55.3	27.65
31:35 Miles	1	32.0	32.00
36:40 Miles	1	38.0	38.00
41:45 Miles	2	88.0	44.00
46:50 Miles	1	48.0	48.00
51: Miles	1	53.0	53.00
Did not go to a transit station, bus stop, park and ride lot, or vanpool staging area	5,750	0.0	0.00
Total	50,037	85,274.9	1.70

Department of Transportation**9 Compressed work schedule (i.e., fewer days per week, with more hours per day, excluding overtime)**

9a Total Yes Responses	31,509
9b Total No Responses	18,528
Total	50,037

**10 Work days per month, travel to workplace does not occur**

10a-f Work days per month, employee does not work because of compressed work schedule	Responses	Days per Interval	Avg Days per Interval
1: 4 Days	25,750	90,000.0	3.50
5: 8 Days	5,750	34,500.0	6.00
9:12 Days	3	28.0	9.33
13:16 Days	3	43.0	14.33
17:20 Days	3	55.0	18.33
Did not work a compressed schedule	18,528	0.0	0.00
Total	50,037	124,626.0	2.49

# Sample

***Report Attachment A-1******Respondent Duty Station Locations Inside Metropolitan Area's (Alphabetical by State and County)***

<b><i>Duty Station</i></b>	<b><i>Response Count</i></b>	<b><i>Duty Station</i></b>	<b><i>Response Count</i></b>
<b><u>Department of Transportation</u></b>			
ALABAMA			
Lawrence, AL	6,250		
Morgan, AL	1		
ARIZONA			
Coconino, AZ	1		
ARKANSAS			
Benton, AR	1		
Sebastian, AR	1		
CALIFORNIA			
Butte, CA	1		
Kern, CA	1		
Stanislaus, CA	3		
COLORADO			
Adams, CO	1		
Larimer, CO	1		
CONNECTICUT			
Fairfield, CT	8		
DISTRICT OF COLUMBIA			
Washington, DC	18,487		
FLORIDA			
Palm Beach, FL	5,750		
GEORGIA			
Bartow, GA	6,500		
IOWA			
Black Hawk, IA	2		
Dallas, IA	2		
Woodbury, IA	2		
KENTUCKY			
Boyd, KY	5		
MICHIGAN			
Allegan, MI	1		
Bay, MI	1		
Berrien, MI	1		
Midland, MI	3		
OKLAHOMA			
Rogers, OK	6,500		
SOUTH CAROLINA			
Florence, SC	6,500		
TEXAS			
Tarrant, TX	1		
<b><i>Total From Metropolitan Area's</i></b>	<b>50,024</b>		

Sample

***Report Attachment A-2******Respondent Duty Station Locations Inside Metropolitan Area's (Greatest to Least)***

<b><i>Duty Station</i></b>	<b><i>Response Count</i></b>	<b><i>Duty Station</i></b>	<b><i>Response Count</i></b>
<b><u>Department of Transportation</u></b>			
Washington, DC	18,487		
Bartow, GA	6,500		
Rogers, OK	6,500		
Florence, SC	6,500		
Lawrence, AL	6,250		
Palm Beach, FL	5,750		
Fairfield, CT	8		
Boyd, KY	5		
Stanislaus, CA	3		
Midland, MI	3		
Black Hawk, IA	2		
Dallas, IA	2		
Woodbury, IA	2		
Morgan, AL	1		
Coconino, AZ	1		
Benton, AR	1		
Sebastian, AR	1		
Butte, CA	1		
Kern, CA	1		
Adams, CO	1		
Larimer, CO	1		
Allegan, MI	1		
Bay, MI	1		
Berrien, MI	1		
Tarrant, TX	1		
<b><i>Total From Metropolitan Area's</i></b>	<b>50,024</b>		

Sample



***Report Attachment B-1******Respondent Duty Station Locations Outside of Metropolitan Area's (Alphabetical by State and County)***

<b><i>Duty Station</i></b>	<b><i>Response Count</i></b>	<b><i>Duty Station</i></b>	<b><i>Response Count</i></b>
<b><u>Department of Transportation</u></b>			
CALIFORNIA			
alexandria, CA	1		
arlington, CA	2		
franklin , CA	1		
DELAWARE			
washington, DE	1		
HAWAII			
westerville, HI	1		
worthington, HI	1		
KANSAS			
frankfort, KS	1		
KENTUCKY			
denver, KY	1		
la, KY	1		
MISSISSIPPI			
silverspring, MS	1		
NEW YORK			
pueblo, NY	1		
OHIO			
el segundo, OH	1		
<b><i>Total Outside of Metropolitan Area's</i></b>	<b>13</b>		

Sample

***Report Attachment B-2******Respondent Duty Station Locations Outside of Metropolitan Area's (Greatest to Least)***

<b><i>Duty Station</i></b>	<b><i>Response Count</i></b>	<b><i>Duty Station</i></b>	<b><i>Response Count</i></b>
<b><u>Department of Transportation</u></b>			
arlington, CA	2		
alexandria, CA	1		
franklin , CA	1		
washington, DE	1		
westerville, HI	1		
worthington, HI	1		
frankfort, KS	1		
denver, KY	1		
la, KY	1		
silverspring, MS	1		
pueblo, NY	1		
el segundo, OH	1		
<b><i>Total Outside of Metropolitan Area's</i></b>	<b>13</b>		

Sample

***Attachment C-1******Question 5 "Other" Responses***

<b><i>Description</i></b>	<b><i>Responses</i></b>	<b><i>Description</i></b>	<b><i>Responses</i></b>	<b><i>Description</i></b>	<b><i>Responses</i></b>
<i>Department of Transportation</i>					
do not work	19,250				
do nto work	6,500				
<b>Total "Other" for Question 5</b>	<b>25,750</b>				

Sample

**Attachment C-2****Question 6 "Other" Responses**

<b>Description</b>	<b>Responses</b>	<b>Description</b>	<b>Responses</b>	<b>Description</b>	<b>Responses</b>
<i>Department of Transportation</i>					
do not work	18,536				
compressed sched	5,750				
y	554				
a	278				
b	278				
c	278				
d	278				
e	278				
f	278				
g	278				
h	278				
i	278				
j	278				
k	278				
l	278				
m	277				
n	277				
o	277				
p	277				
q	277				
r	277				
s	277				
t	277				
u	277				
v	277				
w	277				
z	277				
do not workl	9				
<b>Total "Other" for Question 6</b>	<b>31,509</b>				

***Attachment C-3******Question 7 "Other" Responses***

<b><i>Description</i></b>	<b><i>Responses</i></b>	<b><i>Description</i></b>	<b><i>Responses</i></b>	<b><i>Description</i></b>	<b><i>Responses</i></b>
<i>Department of Transportation</i>					
ii	884				
mmm	884				
ll	442				
a	222				
b	222				
c	222				
d	222				
e	221				
f	221				
g	221				
hh	221				
j	221				
jj	221				
k	221				
kkk	221				
lll	221				
m	221				
mm	221				
oo	221				
<b>Total "Other" for Question 7</b>	<b>5,750</b>				

Sample